

Hall of Records
Commission

QUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **C-220**

PAGE NO. **1**

1. Requesting Agency - **MONTGOMERY COUNTY
DEPARTMENT OF PUBLIC WORKS**

2. Division or Bureau of Requesting Agency
BUREAU OF OPERATIONS, Equipment Division

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. INVENTORY CARDS

Dates: 1952 --
Size: 5" x 8"
Quantity: 15 card file drawers
Annual Accumulation: Negligible
File Arrangement: Alphabetically by type of material

Each road depot maintains a running inventory of all materials carried in stock at the depot. The card notes the date of each transaction, amount received or dispensed, the price, and the balance on hand.

RECOMMENDATION: RETAIN COMPLETED CARDS THREE YEARS, THEN DESTROY.

2. GAS WITHDRAWAL TICKETS

Dates: 1956 --
Size: 4" x 6"
Annual Accumulation: Approximately 8 cubic feet
File Arrangement: Chronological

These are receipts which are prepared in duplicate at the time a driver of a County vehicle makes a withdrawal of gas or oil from a dispensing point maintained by the Department of Public Works. The white (official) copy goes to the Department of Finance for auditing (see Schedule , Item). The yellow copy is used by the Equipment Division to post equipment records. It then ceases to have administrative value and may be destroyed as non-record within the meaning of the statute governing non-record material (Annotated Code of Maryland, 1957 Edition, Article 41, Sec. 179).

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary